

The JPL Executive Council Collection, 1960-1982

7.5 cubic feet

JPL 150

History

The Jet Propulsion Laboratory's (JPL) Executive Council was established in an interoffice memo from JPL Director William H. Pickering to the Senior Staff on February 14, 1963. The roles of the Executive Council were to formulate the major policies of the Laboratory, develop long range and intermediate range plans for attaining the objectives of the Laboratory, recommend to the Director preferable courses of action, periodically review with the Director the status of existing and proposed major projects, and coordinate major actions of the Laboratory. The Executive Council also was established to provide an executive forum that would be concerned with any matter that might significantly affect the welfare of the Laboratory and its activities. The Council was intended as a high level advisory and consulting group to the Laboratory Director. It was not empowered to make decisions, but to directly and actively assist and support the Director on the burdens and obligations of his office.

The permanent membership of the Council was established in 1963 as consisting of eight people: the Laboratory Director, Deputy Director, and the various Assistant Laboratory Directors (ALDs). The Staff Assistant to the Director served as Secretary, and was informally in charge of keeping records of meetings and correspondence. The makeup of the Executive Council has changed through the years, with retirements, laboratory reorganizations and changes in priorities. By the end of Bruce Murray's tenure as Laboratory Director in June 1982, the Executive Council was comprised of seventeen individuals, most of them either ALDs or their Deputies.

The presence of the JPL Executive Council is one sign that JPL was outgrowing the time when one person, the Laboratory Director, could effectively administer the lab as a whole. By the beginning of the 1980s, the Executive Council itself was split into three committees to effectively administer the lab.

A list of the individuals serving on the JPL Executive Council from 1963 to 1982 follows the register as an appendix. The attendance records for the meetings are not inclusive, and in some cases the length of time served on the Council is estimated.

Provenance

The collection originated from five different shipments of records, from Section 100, Office of the Director to the JPL Laboratory Records Center. These shipments, and other unrelated material, were combined into a single accession when they were transferred to the JPL Archives.

Shipment 4398; (1 cubic foot): This shipment was transferred to the JPL Laboratory Records Center from the office of S. R. Torres, Section 100, Office of the Director, on March 17, 1978. It was transferred to the JPL Archives in April 1989. One box from Shipment 4398 had materials from the Executive Council. The remaining boxes in the shipment became part of JPL 142 – Office of the Director Files Collection.

Shipment 9024; (2 cubic feet): This shipment was transferred to the JPL Laboratory Records Center from the office of C. Baughman, Section 100, on May 4, 1987. It was transferred to the JPL Archives in March 1990. One box of this shipment were records concerning the Executive Council. The remaining boxes in the shipment became part of JPL 142.

Shipment 5268; (1 cubic foot): This shipment was transferred to the JPL Laboratory Records Center from the office of LaNell Nash, Section 100, on October 4, 1979. It was transferred to the JPL Archives in April 1989.

Shipment 5982; (2 cubic feet): This shipment was transferred to the JPL Laboratory Records Center from the office of Lorraine Brakebill, Section 100, on November 13, 1980. It was transferred to the JPL Archives in May 1989.

Shipment 6846; (3 cubic feet): This shipment was transferred to the JPL Laboratory Records Center from the office of Helen Benedict, Section 100, on July 20, 1982. It was transferred to the JPL Archives in May 1989.

Collection Arrangement and Description

The collection contains materials distributed to and generated by the JPL Executive Council, dated primarily between 1975 to 1980. They are organized chronologically by subject into eight series: Executive Council Miscellaneous Material, JPL Performance Evaluations, Office of the Director Memoranda and Director's Letters, Program Operating Plans, Executive Council Committees, Subject Files, Executive Council Meetings, and Executive Council Retreats and Mini-Retreats.

The Executive Council Miscellaneous Materials (folders 1-27) are composed of materials distributed and/or discussed at Executive Council meetings, and sometimes included as attachments in the meeting summaries. They have been organized and filed chronologically by year in their original order. Items pertaining to a specific subject or project have been filed together, before the Executive Council Meeting Materials. Several items filed in these folders are duplicated later in the collection as attachments within the Executive Council meeting minutes. The materials include correspondence, reports, copies of published articles and newspaper clippings, and reports.

The JPL Performance Evaluations (folders 28-33) are evaluations conducted by NASA on the performance of JPL within a given fiscal year. The evaluation included programmatic, administrative and institutional management. Included in the series are correspondence, draft performance evaluations, and comments regarding the evaluations.

One means of disseminating information from the Office of the Director to the rank-and-file employees was through the Office of the Director Memoranda and Director's Letters (folders 34-36). They were printed on distinctive tan-colored paper. The Office of the Director Memoranda were usually signed by the Deputy Director, but sometimes the Director would sign them. The Director's Letters were introduced by Bruce Murray as a way of letting the average employee know more about the goings-on of the Lab during the perilous time of shrinking funds, possible layoffs and reorganization during the late 1970s. They were used to announce new programs and responsibilities, change in management-level personnel, and the completion of projects, such as the Voyager flyby of Saturn.

One means of NASA disseminating directives was the Program Operating Plan (POP) (folders 37-45). The POP specified both programmatic and funding guidelines. A manpower and financial summary was also included to help in the formulation of future budget estimates by NASA. The POP material consists primarily of manpower and financial reports and summaries, and charts and graphs. The collection has nine folders of POPs from 1970 to 1982, although the bulk of the files are between 1980 to 1982.

In 1980, three Executive Council Committees (folders 46-49) were established for the purpose of addressing and coordinating the increasingly numerous and complex issues faced by the Lab. The three committees served as adjuncts to the Executive Council. They were the Solar System Exploration Executive Committee (SSEEC), Utilitarian Projects Executive Committee (UPEC) and the Institutional Executive Committee (IEC). Meeting minutes for all three of the committees are represented in the collection, although the most documented of the three is the SSEEC.

The Solar System Exploration Executive Committee was originally responsible to assure proper coordination and oversight of the many facets of the solar system exploration program, to provide for effective communication between committee members and the organizational elements, and to assign special action items as necessary. The Solar System Exploration Executive Committee changed its name in March 1980 to the Space Science and Exploration Executive Committee, retaining its original acronym. The name change was due to the enlarged scope to include all JPL interests in space science or space exploration that was extraterrestrial in nature. Robert Parks served as Chairman for SSEEC.

The Utilitarian Projects Executive Committee was concerned with projects and tasks that were not involved with space exploration, which included energy, biomedical technology, and defense. The objectives for the UPEC were to stimulate advanced planning for new utilitarian business opportunities, and to evaluate new business plans for compatibility with Laboratory goals. Chairman of the UPEC was H. M. "Bud" Schurmeier, with Jack N. James serving as Vice Chairman.

The Institutional Executive Committee was chaired by Fred Felberg. The IEC was concerned with manpower allocations, burden budget guidelines, employee issues, and other institutional issues.

General Subject Files (folders 50-178). These are files that were taken from the Miscellaneous Materials chronological series, grouped with other materials of the same subject, and filed chronologically. The files contain subjects of an institutional nature as well as various projects.

Various memoranda and reports regarding future planning are also represented, such as a January 1966 outline of a possible 1980 manned Mars mission by NASA Associate Administrator for Manned Spaceflight George Mueller.

While the collection is not as extensive as JPL 142, from the same accession, a number of projects and programs are documented. There are folders on Viking and Voyager represented in the collection, mostly press releases. One folder documents information regarding the Space Transportation System (Space Shuttle) primarily from 1979 to 1982. They basically note changes in administrative personnel. There is a November 1979 preliminary STS/Payload Assignment chart showing the overly ambitious plans of forty Shuttle launches between June 1980 to June 1984. Presentation material and press releases are also represented.

The Galileo Project is represented with one file documenting the various postponements of the project. The 1981 *Galileo Review Plan*, written by T. R. Gavin, is represented. The *Review Plan* defined the requirements and mechanics for formal reviews to be conducted by Project Galileo.

A folder documenting the International Solar Polar Mission (ISPM), later re-named Ulysses, has information regarding the cancellation of American involvement in May 1980, a cost review of the mission, and a re-examination of the ISPM Science Payload.

The various proposed missions to Halley's Comet and other comets have been grouped together in one file. The documents include a press release involving the 1985/1988 Two-Comet Mission (Halley and Tempel-2), a NASA Technical Memorandum on the Comet Science Working Group Report on the Halley Intercept Mission, and a copy of a letter written to Presidential Science Advisor George A. Keyworth from U.S. Senators Strom Thurmond, Barry Goldwater and Paul Laxalt, in support of a U.S. mission to Halley's Comet.

There is ample documentation of non-space related activities represented in the collection as well. Two folders are devoted to energy issues, primarily involving solar power, such as photovoltaics. The folders contain draft reports, correspondence, published materials, including a pamphlet concerning the Salton Sea in California, and two published reports. Five folders in the collection are photocopies of published articles from *Science* and *Aerospace Daily* that were distributed to the Executive Council, that highlighted both space and non-space related activities.

Briefings given to Bruce Murray prior to being Lab Director are represented in the collection in five files. Murray was named Director June 23, 1975, and succeeded Pickering on April 1, 1976. In late 1975, Murray was given orientation briefings by JPL personnel to acquaint himself with the inner workings of the Lab. They are noteworthy in that they tell the goals and objectives of each Laboratory Office and Division.

Two folders document JPL's relations with other NASA Centers, most notably Goddard Space Flight Center (GSFC). There are several JPL-GSFC Inter-Office Activities Reports from 1980-1982, listing activities and projects shared by both Centers, and the personnel involved.

Bruce Murray as Lab Director periodically made public addresses about the general state of the Lab. These reports were usually given in April, and were complemented with a "Mid-Year Review," usually conducted in October. William Pickering had periodically made presentations on the state of the Lab to the Senior Staff, and Bruce Murray expanded the concept by disseminating his reports by closed circuit television and videotape. Murray also distributed edited transcripts of his talks. Edited transcripts of Murray's State of the Lab and Mid-Year Reviews are represented in the collection which also includes a special February 1981 "Status Report on the Effects of President Reagan's Budget Message on JPL Programs." The original copy of the April 2, 1982 State of the Lab Address is also in the collection. It included the first public announcement of Murray's resignation as Director later that year.

Although there is only one folder in the collection specifically relating to the Director's Discretionary Fund (DDF), it is discussed quite a bit in the individual meeting summaries. NASA furnished \$550,000 per year for the DDF which was established by a December 1968 Memorandum of Understanding. The DDF supported independent research and development at JPL in new fields of science and engineering. The DDF

Advisory Committee, composed of one Campus and five JPL members, assisted the Director in screening proposals and preparing recommendations. The DDF was linked with the President's Fund (PF), operated by the President of Caltech.

Folders documenting the naming of James Beggs as NASA Administrator in April 1981 and Dr. George Keyworth as Presidential Science Advisor in May 1981 are in the collection. Dr. Keyworth in particular caused some concern at JPL, especially when the press quoted him as recommending that all planetary exploration be cancelled for "at least the next decade." Also in the collection is a correspondence file relating to Hans Mark, who had served as Director of Ames Research Center from 1969-1977, Deputy Secretary of the Air Force from 1977-1979, Secretary of the Air Force from 1979-1981, and NASA Deputy Administrator from 1981-1984. Included are a series of correspondence between Mark and Bruce Murray where Mark reveals that in 1974 he withdrew his name from consideration as JPL Director. Mark anticipated the need for acquiring defense projects and saw difficulties in the relationship between JPL and Caltech regarding classified work that would be necessary in defense work.

JPL was concerned over the long periods of inactivity between planetary imaging activity. "Blackout" periods of transit stretched from a planned 27 months in 1978 to 53 months in August 1980, beginning in 1981. This slowdown and possible cessation of planetary exploration at JPL led Murray and others to look for work opportunities in defense.

Some notable defense projects conducted by JPL in the early 1980s are represented in the collection. Department of Defense (DoD) work augmented funding for in-house technology research and development in fields where NASA support was deemed inadequate. In 1980, Murray assigned Jack James to head a Defense Opportunities Assessment Study, to review all possible tasks for the DoD that JPL might consider. In June 1980, Caltech and JPL had entered an agreement with the military to work on two unclassified projects, the Autonomous Spacecraft Project (ASP) for the Air Force and the Mobile Automated Field Instrumentation System, (MAFIS) for the Army. Two months later, in September 1980, Jack James was named Assistant Laboratory Director for Applied Technology Development (ATD). These projects would report to ATD. In October 1981, ATD became the Defense Programs Office, and James was named ALD for Defense Programs. MAFIS is represented in the collection with several pieces of correspondence.

Relations between JPL and the Army culminated in a Memorandum of Understanding between the Army and Caltech in March 1982, stating that JPL was to evolve into a key Army resource for research and development. Represented in the collection are two drafts of the Army MOU, the last one dated March 16, 1982.

Selected defense projects are documented with New Work Opportunities (NWO). Each NWO documents the description of the sponsor effort, the description of probable JPL role, the importance to JPL, the probable classification of JPL products, probable JPL resources, and viability of the project. The work was noted as generally unclassified, although some of the NWOs noted that various aspects may be classified Secret.

With continuing support from the Army, Bruce Murray was assured that JPL would survive. The survival of Galileo from Congress and the Office of Management and Budget assured that an American planetary exploration effort of some kind would continue. On March 18, 1982, two days after the JPL/Army Memorandum of Understanding, Murray announced his resignation to the JPL Board of Trustees; it was announced to the Lab on April 2, 1982. Murray's retirement at the end of June 1982 is represented in the collection by a "farewell schedule" for Murray, culminating in a ceremony in von Kármán Auditorium at JPL on June 30. Also included are correspondence from Murray to the Division of Planetary Sciences, and a brief essay, "On Leaving JPL- A Personal Perspective," which was an excerpt from his final State-of-the-Lab address.

Executive Council Meetings (folders 179-220). About half of the collection is comprised of Executive Council meeting agendas, minutes and summaries, and Executive Council Mini-Retreat agendas, summaries and materials. While agendas for early meetings exist, only after 1967 are the agendas and summaries consistently present in the collection. Minutes for the Executive Council meetings begin in 1969. Attachments to the meetings include presentation materials, reports, published articles, newspaper clippings and other ephemera.

The Secretary to the Executive Council usually kept and distributed the records of the meetings to the rest of its members. Helen Benedict, secretary to Bruce Murray, appeared to have kept the records for the Executive Council after August 1976, but was not a member of the Executive Council.

The keeping of meeting minutes or summaries was rather sporadic; some Executive Council Secretaries evidently kept better records than others. This is apparent in the gaps in the record. Beginning in 1969, when Charles Craven became Executive Council Secretary, meeting minutes and copies of attachments were filed along with agendas. Usually with an agenda was a note of members who attended.

In the period August 1, 1973 to March 26, 1974, there exist only agendas of Executive Council meetings, as well as a few attachments that were discussed. There were no minutes or summaries. From 1974 to mid 1976 the documentation of the meetings was rather idiosyncratic. Agendas were prepared, but standardized minutes were not kept until June 1976, after Bruce Murray had succeeded William Pickering as Laboratory Director. Additionally, there are no records of Executive Council meetings between August and November 1977, although they continue in December 1977, and last through 1978. For the year 1979 there are no minutes, only a few attachments that were distributed at meetings. At best, records of meetings are sporadic during 1980 and 1981. However, Retreat and Mini-Retreat records are well represented during that time period.

The material discussed in the meetings, and presented as attachments, also reflected the activities of the Lab, both in planetary exploration and space-related projects as well as non space-related projects. The Outer Planet proposal was a key issue in Executive Council meetings throughout much of spring and summer of 1969. A June 1969 meeting presented guidance and direction for a Grand Tour program to the Outer Planets, and looked at the various mission scenarios. Ames Research Center and Marshall Space Flight Center as well as JPL made bids on the Outer Planets proposal, with the presentations given to NASA Headquarters in July 1969. JPL was awarded the contract, but even then there was rivalry with Ames, which was developing the Pioneer 10 and 11 missions to Jupiter. The Grand Tour mission was cancelled in 1971. In January 1972 the Outer Planets Project was scaled down to the Mariner Jupiter/Saturn Project and eventually approved by Congress.

The use of solar electric propulsion (SEP), or ion power, was the subject of a study in April 1970. A mission through the asteroid belt in between Mars and Jupiter using SEP was proposed for a 1975 launch. The meeting of August 26, 1976 included brief reports of several prospective tasks involving planetary exploration missions, new technologies and Earth Science applications. These reports stated the objective, rationale, description and institutional implications of the future mission.

As early as 1969 JPL was looking to diversify into non-space related activities. Attachments to the September 18, 1969 Executive Council meeting involve presentations on research and development of advanced traffic flow studies and other transportation applications. In December 1969 there were presentations about the 1970 Clean Air Car Race, jointly sponsored by student-faculty groups at Caltech and MIT.

JPL's involvement with the Urban Mass Transportation Administration (UMTA) is documented in memoranda attached to meetings in July and August 1970. JPL assisted UMTA in a public transportation system in Morgantown, West Virginia, which was handed off to a contractor after the initial development. JPL continued the development of alternate fuel sources into the late 1970s.

Executive Council Retreats and Mini-Retreats (folders 221-257). Off-site meetings of the Executive Council were held beginning in 1967, but they were not treated as more important than any other meeting until 1968. Before Bruce Murray's tenure as Director, Executive Council retreats were not held on a regular basis, or were not differentiated from regular Executive Council meetings. Under Pickering, retreats were usually held on lab or on the Caltech campus, while Bruce Murray held retreats at off-site and off-campus locations, usually inviting the spouses of the members along for the weekend.

Bruce Murray devised Mini-Retreats in February 1977 as a way for him and General Terhune to directly meet at monthly intervals directly with small (15 to 40) groups of Laboratory personnel to discuss a specified topic in very great depth. The first four Mini-Retreats, in 1977, dealt with the issues of Flight Mission Science, Energy, Project Implementation Modes, and Data Systems. Later Mini-Retreats dealt with such topics as Task Management, Tracking and Data Acquisition, and Cost Estimating.

The Retreat information contains agendas, minutes (usually discreet) as well as such mundane information on hotel accommodations and travel directions. The 1972 meeting information is collected in folders, breaking the sessions down day-by-day along with the topics covered. One of the topics was to formulate and revise a set of principles for the laboratory. Several alternates were discussed. Some years the retreat files are mainly concerned with hotel and meeting accommodations and activities for the spouses. Wives were strongly urged to accompany their husbands to the Mini-Retreats. Usually either Murray, or his wife Suzanne would write to each wife, inviting her to accompany her husband. For several years starting in 1976, the meetings were held in La Jolla, and each year Suzanne Murray planned a shopping trip to Tijuana with the rest of the wives.

Retreats and Mini-Retreats were usually reserved for more significant issues. The primary objective during the March 1973 retreat was to define and describe the Laboratory's future objectives in depth and terms satisfactory to respond to a letter from NASA Administrator George Low. Secondary objectives were to devise a plan to be more competitive regarding the budget of the MJS '77 Project and to identify the actions most critical to the achievement of future objectives. The materials for the meeting included such briefings as "A Summary of the Technical Capabilities of the Jet Propulsion Laboratory Compared with Those of the Other Centers," by Jack N. James, dated March 26, 1973.

In 1979, a combined meeting of NASA's Office of Space Science (OSS) and the JPL Executive Council was held in Airlie, Virginia. The meeting was originally scheduled for late August, but was rescheduled for late November 1979.

JPL Discreet materials

Of the above materials, eighty-three folders are stamped or marked "JPL Discreet." These have been moved to three boxes at the end of the collection. Their original positions in the collection have been marked with separation sheets. Whole files that are discreet are noted in the file folder list.

Conservation/Preservation

Standard preparations of documents for long term storage were completed.

Separation Statement

The original accession (1989-11) was split up into seven separate collections: JPL Executive Council Collection (this collection), Office of the Director Collection (JPL 142), U.S. Army Project Collection (JPL 154), DSN Radio Science Collection, Mariner Mars 1969 Reliability and Quality Assurance Document Collection, Mariner Jupiter/ Saturn 1977 Configuration Collection, and the Optical Image Enhancement Feasibility Study Collection.

Finding Aids

No other finding aids exist for the collection.

FILE FOLDER LIST

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- Fld. 1 Executive Council Origins, January-February 1963.
- Fld. 2 Executive Council Materials, 1960-1966.
- Fld. 3 Executive Council Materials, 1967-1969.
- Fld. 4 Executive Council Materials, 1970. [folder 1 of 2]
- Fld. 5 [folder 2 of 2]
- Fld. 6 Executive Council Materials, 1971.
- Fld. 7 Executive Council Materials, 1973.
- Fld. 8 Executive Council Materials, 1974.
- Fld. 9 Executive Council Materials, 1976.

Fld. 10 Executive Council Materials, 1977.
Fld. 11 Executive Council Materials, 1978. [folder 1 of 2]
Fld. 12 [folder 2 of 2]
Fld. 13 Executive Council Materials, 1979. [folder 1 of 2]

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Fld. 14 [folder 2 of 2]
Fld. 15 Executive Council Materials, January-February 1980.
Fld. 16 March-April 1980.
Fld. 17 May-July 1980.
Fld. 18 August-October 1980.
Fld. 19 November-December 1980.
Fld. 20 January-February 1981.
Fld. 21 March-April 1981.
Fld. 22 May-June 1981.

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Fld. 23 July-October 1981.
Fld. 24 November-December 1981.
Fld. 25 January-February 1982.
Fld. 26 March-April 1982.
Fld. 27 May-June 1982.

Performance Evaluations

Fld. 28 January 1-June 30, 1970.
Fld. 29 July 1, 1973-June 30, 1974.
Fld. 30 October 1, 1976-September 30, 1977.
Fld. 31 October 1, 1978-September 30, 1979. [Rough Draft]
Fld. 32 October 1, 1980-September 30, 1981. [Discussion Draft]
Fld. 33 October 1, 1980-September 30, 1981.

Office of the Director Memoranda/ Director's Notes

Fld. 34 Office of the Director Memoranda, 1967-1979.

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Fld. 35 Office of the Director Memoranda, 1980-1982.
Fld. 36 Director's Letters, 1977-1982.

Program Operating Plans

Fld. 37 Program Operating Plan (POP) 70-2, May 1970.
Fld. 38 POP 78-1 and 78-2, May 1978.
Fld. 39 POP 79-1 and 79-2, February 1979.
Fld. 40 POP 80-1, February-July 1980.
Fld. 41 POP 80-2, July 1980.
Fld. 42 POP 81-1, January-March 1981.
Fld. 43 POP 81-2, May-July 1981.
Fld. 44 POP 82-1, January-March 1982.
Fld. 45 POP 82-2, May 1982.

Executive Council Committees

Fld. 46 Solar System Exploration Executive Committee/ Space Science and

Exploration Executive Committee Summary Minutes, December 1979-June 1982
[folder 1 of 2]

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- Fld. 47 [folder 2 of 2]
Fld. 48 Utilitarian Projects Executive Committee Minutes, 1980-1982.
Fld. 49 Institutional Executive Committee Minutes, 1981-1982.

Subject Files

- Fld. 50 Caltech/JPL Relationship, 1960, 1965-1966, 1970, 1977-1982. [folder 1 of 2]
Fld. 51 [folder 2 of 2]
Fld. 52 Mariner Program, 1963-1969.
Fld. 53 "What Should JPL Be Doing Four Years from Now?" April-July 1964.
Fld. 54 Surveyor, 1964-1966.
Fld. 55 National Space Science Data Center, June-July 1965.
Fld. 56 JPL Open House, August 1965.
Fld. 57 Voyager Mars Mission, November 1965-December 1966.
Fld. 58 Mars Manned Landing Plans, George Mueller, January 1966.
Fld. 59 Lunar and Planetary Future Project Planning, April-November 1966.
Fld. 60 Establishing Objectives at JPL, May 1966.
Fld. 61 Future Activities, July 1966-January 1967.
Fld. 62 JPL Section 312 Technical Memo 312-839, July 3, 1967. [no title page]
Fld. 63 Six-Month Objectives, January 1968.
Fld. 64 Project Managers/ Division Managers Meeting, Agenda, May 13, 1968.
Fld. 65 Viking, 1969-1980.
Fld. 66 JPL's Relationship with Industry, Survey Results, September 1969-January 1970.
Fld. 67 JPL Operating Profile, September 15, 1969.

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- Fld. 68 Grand Tour/ MJS 77/ Voyager, January 1970-January 1982. [folder 1 of 2]
Fld. 69 [folder 2 of 2]
Fld. 70 JPL Planetary Program, What-If Analysis, January 8, 1970. [Discreet]
Fld. 71 *The Jet Propulsion Laboratory: Background, Resources, and Capabilities*, January 15, 1970. Document No. 500-22.
Fld. 72 FY 1971 Budget, January 1970.
Fld. 73 Computers for Executive Secretariat, January-September 1970.
Fld. 74 Future Missions, April 1970. [Discreet]
Fld. 75 NASA Office of Space Science and Applications Weekly Reports, May 1970-March 1971.
Fld. 76 *Space Program Assessment Study*, Nov. 1969-Feb. 1970, June 15, 1970. Document No. 500-54. [Discreet]
Fld. 77 JPL Interactions with Other NASA Centers, 1970-1982. [folder 1 of 2]
Fld. 78 [folder 2 of 2]
Fld. 79 Space Transportation System, 1970, 1979-1982.
Fld. 80 G. E. Nichols, *Space Program Assessment*, Document 500-43, OPP Report 71-3, March 31, 1971. [Discreet]
Fld. 81 *A History of the Deep Space Network From Inception to January 1, 1969*, edited by N. A. Renzetti, September 1, 1971. Technical Report 32-1533.
Fld. 82 Standard Cost Planning Rates, September 3, 1971.

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- Fld. 83 Burden Budgets, 1971, 1979-1981.
- Fld. 84 Office of Management and Budget Visit, March-April 1972.
- Fld. 85 Guests to Executive Council Meetings, September 1972-July 1975.
- Fld. 86 Technical Report Writing, 1974.
- Fld. 87 Briefings for Bruce Murray, 1975. [folder 1 of 2]
- Fld. 88 [folder 2 of 2]
- Fld. 89 *JPL Tracking and Data Acquisition, Briefing to Dr. Bruce C. Murray*, November 21, 1975.
- Fld. 90 Technical Divisions, December 1, 1975. [folder 1 of 2]
- Fld. 91 [folder 2 of 2]
- Fld. 92 Search for Extraterrestrial Intelligence (SETI), June 1976.
- Fld. 93 Significant Event Reports, Director's Office, August 1976-March 1980.

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- Fld. 94 U.S. Congress, December 1976-December 1981.
- Fld. 95 Energy, 1976-1981. [folder 1 of 2]
- Fld. 96 [folder 2 of 2]
- Fld. 97 Equal Opportunity, 1977-1981.
- Fld. 98 FY 78 and 79 Budgets, February 1977-April 1978.
- Fld. 99 NASA Reorganization, August-October 1977.
- Fld. 100 Jupiter Orbiter Probe/ Galileo, September 1977-January 1982.
- Fld. 101 Articles and news briefs from *Science*, 1977-1982.
- Fld. 102 [folder 2 of 2]
- Fld. 103 JPL Chief Scientist, March 1978-July 1980.
- Fld. 104 Director's Report and Discussion (DRD), April-June 1978.

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- Fld. 105 State of the Lab/Mid-Year Reports, April 1978-April 1982.
- Fld. 106 Bruce Murray, "Jet Propulsion Laboratory: An Overview," April 23, 1978, draft.
- Fld. 107 JPL Five-Year Plan, May 1978.
- Fld. 108 Bill Petit, JPL Internal Representative to NASA Monthly Reports, April 1978-February 1981.
- Fld. 109 Observational Systems Division, June 1978.
- Fld. 110 National Oceanic Satellite System, June 1978.
- Fld. 111 Seasat, June 1978.
- Fld. 112 JPL Thrust in Information Systems, June 1978.
- Fld. 113 International Solar Polar Mission, June 1978-October 1981.
- Fld. 114 NASA Advisory Council, Woods Hole Symposium, June-October 1978.
- Fld. 115 Manpower and Financial Summary, July 25, 1978.
- Fld. 116 Rea, Donald G., November 1979-October 1980.
- Fld. 117 Planetary Radar Program Overview, December 3, 1979.
- Fld. 118 Easterling, Mahlon, Response to Query from Bruce Murray, December 1979.
- Fld. 119 Internal Television at JPL, December 1979.
- Fld. 120 Ranking of Outstanding JPL Commitments, 1979-1980.
- Fld. 121 Comet Missions, 1979-1981.
- Fld. 122 *Aerospace Daily*, October 1979-June 1980.

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- Fld. 123 *Aerospace Daily*, July 1980-August 1981.
Fld. 124 *Aerospace Daily*, September 1981-June 1982.
Fld. 125 Director's Discretionary Fund/ President's Fund Status Reports, 1979-1981.
Fld. 126 FY 1981 NASA Budget, January 1980.
Fld. 127 Planetary Blackout Charts, January-August 1980.
Fld. 128 Jack James, Joe Feary, "Limits to JPL Growth," January 1980.
Fld. 129 "The Future of Utilitarian, Non-Space, Civilian Activities at JPL," discussion draft, January 10, 1980.
Fld. 130 John J. Pierce, "Technology and JPL," January-February 1980.
Fld. 131 JPL Futures Study Correspondence, March-April 1980.
Fld. 132 Flight Mission Data Summary, Revision A, April 1980.
Fld. 133 Classified Work at JPL, May-June 1980.
Fld. 134 Active Cavity Radiometer Irradiance Monitor (ACRIM), July 1980.
Fld. 135 Immunomicrospheres, July 1980.
Fld. 136 JPL Long-Range Plan, July 1980.
Fld. 137 Space Telescope, July 1980-June 1982.
Fld. 138 Bruce C. Murray, "JPL Financial Status and Prospects," August 5, 1980.

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- Fld. 139 R. V. Morris, Functional Structure for Autonomous Systems, Version 1, October 10, 1980.
Fld. 140 NASA Advisory Council, August-September 1980.
Fld. 141 Bruce Murray, "Planetary Exploration- Evolution for a Future," October 14, 1980.
Fld. 142 Nimbus 7, December 1980.
Fld. 143 JPL Senior Staff Meetings, 1980-1981.
Fld. 144 JPL Relationships with Universities Other Than Caltech, 1980-1981.
Fld. 145 Infrared Astronomy Satellite (IRAS), 1980-1981.
Fld. 146 The Planetary Society, 1980-1981.
Fld. 147 Soviet Space Program Headlines and Other Material, 1980-1982.
Fld. 148 Defense Work, 1980-1982. [folder 1 of 2]
Fld. 149 [folder 2 of 2]
Fld. 150 JPL Advisory Council, 1980-1982.
Fld. 151 FY 1982 Budget, February-March 1982.
Fld. 152 NASA Project Management Steering Group, March-August 1981.
Fld. 153 Office of External Affairs, March-April 1981.
Fld. 154 J. W. Seastrom, "Fire Protection Methods for Spacecraft and Related Mission Critical Electronic Equipment Vulnerable to Water Damage," April 1981.
Fld. 155 Antibureaucracy Campaign, April 1981-February 1982.
Fld. 156 Photovoltaics, May 1981.

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- Fld. 157 Space Station, June 1981-January 1982.
Fld. 158 Terhune and Murray biographies, and list of Executive Council members, August 1981.
Fld. 159 NASA Reorganization, September-December 1981.
Fld. 160 John R. Pierce, "Some Thoughts About Laboratories and JPL," September 1981.
Fld. 161 *The Jet Propulsion Laboratory: General Information*, 500-155, Rev. C,

September 1981.

- Fld. 162 Paul J. Meeks, Robert L. Whitcomb, *NASA Space Program Planning*, 715-134, Change 1, September 3, 1981.
- Fld. 163 FY 1983 Budget, October 1981.
- Fld. 164 JPL Price Board, October 1981.
- Fld. 165 Solar Mesosphere Explorer, October 1981.
- Fld. 166 Research and Technology Operations and Plans (RTOP), November 1981.
- Fld. 167 Beggs, James M., 1981-1982.
- Fld. 168 Keyworth, George, 1981.
- Fld. 169 Malina, Frank, 1981-1982.
- Fld. 170 Mark, Hans, 1981-1982.
- Fld. 171 FY 1981 Formal Reviews, January –March 1982.
- Fld. 172 JPL/Caltech Washington Office, January-June 1982. [Discreet]
- Fld. 173 FY 1983 Budget, February 1982.
- Fld. 174 China visit by Dr. Murray, March-April 1982.
- Fld. 175 Murray Resignation, April-June 1982.
- Fld. 176 Venus Mapper Mission, May 1982.
- Fld. 177 Future Space Mission Colloquium, June 1982.
- Fld. 178 Director's Discretionary Fund Guidelines, June 1982.

Box 13 of 25 – Executive Council Meetings

- Fld. 179 Executive Council Meetings, 1963-1966.
- Fld. 180 1967-1968.
- Fld. 181 Executive Council Meeting Notes, March 1967-May 1969 [notebook, Discreet]
- Fld. 182 Executive Council Minutes, January-April 1969.
- Fld. 183 May-June 1969.
- Fld. 184 July-August 1969.
- Fld. 185 September-November 1969.
- Fld. 186 December 1969-February 1970.

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- Fld. 187 Executive Council Meeting with Attachments, February 26, 1970.
- Fld. 188 Executive Council Minutes, March 1970.
- Fld. 189 April-May 1970.
- Fld. 190 June-July 1970.
- Fld. 191 August-October 1970.
- Fld. 192 November 1970-January 1971.
- Fld. 193 February 1971.

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- Fld. 194 March 1971.
- Fld. 195 April-June 1971.
- Fld. 196 July-September 1971.
- Fld. 197 October 1971-January 1972.
- Fld. 198 February-April 1972.
- Fld. 199 May-August 1972.

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- Fld. 200 September-December 1972.
- Fld. 201 January-April 1973.

Fld. 202 May-December 1973.
Fld. 203 February-June 1974.
Fld. 204 July-December 1974.
Fld. 205 Executive Council Meetings, 1975. [folder 1 of 2]
Fld. 206 [folder 2 of 2]

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Fld. 207 Executive Council Minutes, January-April 1976.
Fld. 208 May-July 1976.
Fld. 209 August-September 1976.
Fld. 210 October-December 1976.
Fld. 211 January-March 1977.
Fld. 212 April-May 1977.
Fld. 213 June-July 1977.

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Fld. 214 December 1977-March 1978.
Fld. 215 April-June 1978.
Fld. 216 July-October 1978.
Fld. 217 November-December 1978.
Fld. 218 Executive Council Meetings, 1979.
Fld. 219 June-August 1980.
Fld. 220 March-August 1981.

Box 19 of 25 – Executive Council Retreats

Fld. 221 Executive Council Retreat, Laguna Country Club Village, March 16-17, 1968.
Fld. 222 December 7-8, 1968.
Fld. 223 Executive Council Retreat Minutes, JPL, Ojai and Caltech, March 8-10, 17, 28, 1972.
Fld. 224 Retreat Summary, March 1972
Fld. 225 Retreat folders, March 1972. [folder 1 of 2]
Fld. 226 [folder 2 of 2]
Fld. 227 March 26-27, 1973.
Fld. 228 March 7-8, 1974.
Fld. 229 Summary, March 7-8, 1974.

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Fld. 230 Executive Council Retreat Minutes, Caltech, March 20-21, 1975.
Fld. 231 Retreat Materials, March 20-21, 1975. [folder 1 of 2]
Fld. 232 [folder 2 of 2]
Fld. 233 Executive Council Retreat, La Jolla, December 10-12, 1976. [folder 1 of 2] [Discreet]
Fld. 234 [folder 2 of 2] [Discreet]
Fld. 235 Mini-Retreat #1, Flight Mission Science, March 22, 1977.
Fld. 236 Mini-Retreat #2, Energy, April 12, 1977.
Fld. 237 Mini-Retreat #3, Project Implementation Modes, July 6, 1977.
Fld. 238 Mini-Retreat #4, Data Systems, September 13, 1977.
Fld. 239 Mini-Retreat, Task Management, October 11, 1977.
Fld. 240 Mini-Retreat, Tracking and Data Acquisition, November 8, 1977.
Fld. 241 Executive Council Retreat, La Jolla, December 9-11, 1977.

- Fld. 242 Mini-Retreat, Cost Estimating, April 21, 1978.
Fld. 243 Mini-Retreat, Memorandum of Understanding, July 19, 1978.

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- Fld. 244 Executive Council Retreat, La Jolla, December 8-10, 1978.
Fld. 245 Executive Council Retreat, Indian Wells, CA, January 5-6, 1979.
Fld. 246 NASA Office of Space Science (OSS)/ JPL Retreat, Airlie, VA, August 23-24, 1979, cancelled.
Fld. 247 OSS/JPL Retreat, Airlie, VA November 26-27, 1979.
Fld. 248 Executive Council Retreat, La Jolla, November 30-December 2, 1979.
Fld. 249 Executive Council Retreat, La Jolla, December 5-7, 1980. [folder 1 of 2]
Fld. 250 [folder 2 of 2]
Fld. 251 Executive Council Retreat, Laguna, March 6-7, 1981.

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- Fld. 252 Executive Council Mini-Retreat, Alternative Future for JPL, June 5, 1981.
Fld. 253 Special Executive Council Retreat, September 18, 1981.
Fld. 254 Executive Council Retreat, Coronado, CA, December 4-6, 1981.
Fld. 255 Executive Council Retreat, Coronado, CA, February 5-7, 1982.
Fld. 256 Executive Council Retreat, February 11, 1982. [folder 1 of 2]
Fld. 257 [folder 2 of 2]

Box 23 of 25 – JPL Discreet Material

JPL Discreet Material, 44 folders.

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JPL Discreet Material, 28 folders.

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JPL Discreet Material, 11 folders.

CATALOG DESCRIPTION

JPL Executive Council Collection, 1960-1982.

7.5 cu. ft. (25 boxes)

The Jet Propulsion Laboratory's (JPL) Executive Council was established in an interoffice memo from JPL Director William H. Pickering to the Senior Staff on February 14, 1963. The Executive Council was intended as a high level advisory and consulting group to the Laboratory Director. It was not empowered to make decisions, but to directly and actively assist and support the Director on the burdens and obligations of his office.

The collection documents materials distributed to and generated by the JPL Executive Council. The collection is organized chronologically by subject. There are eight series: Executive Council Miscellaneous Material, JPL Performance Evaluations, Office of the Director Memoranda and Director's Letters, Program Operating Plans, Executive Council Committees, Subject Files, Executive Council Meetings, and Executive Council Retreats and Mini-Retreats.

About half of the collection is comprised of materials that were distributed to members of the Executive Council for discussion at meetings. The other half of the collection is comprised of meeting minutes, summaries and agendas of the Executive Council, including Executive Council Retreats and Mini-Retreats, which were meetings generally held off-Lab dealing with a single subject.

There are three boxes containing 83 folders labeled "JPL Discreet" or "Executive Council Discreet."

Finding aid available in the repository.

Tracings

Jet Propulsion Laboratory – History
JPL Executive Council
California Institute of Technology
National Aeronautics and Space Technology - History
Pickering, William H.
Rechtin, Eberhart
Goddard, Frank E.
Sparks, Brian
James, Jack N.
Murray, Bruce C.
Terhune, Charles H.
Parks, Robert J.
Stewart, Homer J.
Felberg, Fred H.
Padgham, Walter H.
Bayley, William H.
Click, J. Phil
Rea, Donald G.
Victor, Walt
Lucas, John W.
Schurmeier, Harris M.
Robillard, Geoff
Colella, Frank J.
Benedict, Helen
Easterling, Mahlon
Mark, Hans
Keyworth, George A.
Pierce, John R.
U.S. Department of Defense - contracts
Mobile Automated Field Instrumentation System
Space Transportation System
Mariner Jupiter/Saturn 1977
Voyager
Viking
International Solar Power Mission
Alternate Fuels

Part of Accession 1989-11.

Appendix: Members of the JPL Executive Council, to June 1982:

name of person, time served on Executive Council
position(s) held at JPL while on E.C., when known

The Original Executive Council: (instituted February 14, 1963.)

William H. Pickering, February 1963-March 1976

Laboratory Director, 1954-76

Brian Sparks, February 1963-June 1964

Deputy Laboratory Director, to June 1964

Robert J. Parks, February 1963-
ALD for Projects, to 1963
ALD for Lunar and Planetary Projects, 1963-1965, 1966-1968
ALD for Surveyor Project, 1965-1966
ALD for Flight Projects, 1968-September 1981
ALD for Solar System Exploration, beginning September 1981-
Frank E. Goddard, February 1963-1977
ALD for Supporting Research and Advanced Development, to 1964.
ALD for Research and Advanced Development, 1964-1977
Eberhardt Rechtin, February 1963-November 1967
ALD for Deep Space Instrumentation Facility, to 1964.
ALD for Tracking and Data Acquisition, 1964-1967
Homer Joe Stewart, February 1963-August 1976
Special Assistant to the Director for Advanced Technical Projects, to 1963.
Manager, Advanced Technical Projects Office, 1963-1966
Manager, Advanced Studies, beginning 1966.
Val C. Larson, February 1963-1965
ALD for Business Administration, to 1964.
ALD for Administration and Staff, 1964-1965
J. W. McGarrity, Secretary to the E.C., February 1963-April 1964.
Staff Assistant to the Director

Additions:

Barney P. Huber, Secretary to the E.C., April 1964-March 1969.
Executive Assistant to the Director
Fred H. Felberg, April 1964-
ALD for Technical Divisions, 1964-1968
ALD for Plans & Programs, 1968-July 1976
ALD Technical Divisions, July 1976-September 1981
ALD for Institutional Programs, beginning September 1981
General Arnold R. Luedecke, August 1964-August 1967.
Deputy Director, August 1964-August 1967
Jack N. James, December 1964-
Deputy ALD for Lunar and Planetary Projects, December 1964-March
1965, December 1966-October 1967
Acting ALD for Lunar and Planetary Projects, March 1965-December 1966
ALD for Technical Divisions, October 1967-July 1976
ALD for Technology and Space Program Development, July 1976-September
1980
ALD for Applied Technology Development, September 1980-October 1981
ALD for Defense Programs, October 1981-1985
Donald C. Sowle, April 1965-December 1968
ALD for Financial Management
Walter H. Padgham, November 1965-September 1976
Manager, Personnel and Technical Services, 1965-1967
Manager, Personnel Administration and Support Services, 1967-1969
ALD for Personnel Administration and Supporting Services, 1969-September
1976.
Admiral John E. Clark, August 1967-July 1971
Deputy Director, August 1967-July 1971
William H. Bayley, November 1967-1981.

ALD for Tracking and Data Acquisition
 J. Phil Click, August 1968-
 ALD for Financial Management and Procurement, 1968-1973
 ALD for Administrative Divisions, beginning 1973
 Charles W. Craven, Secretary to the E.C., March 1969-August 1973
 Executive Assistant to the Director
 Donald G. Rea, March 1970-
 ALD for Science
 Deputy ALD for Technology and Space Program Development, 1977-July 1980
 ALD for Technology and Space Program Development, July 1980- .
 General Charles H. Terhune, July 1971-1983
 Deputy Director, July 1971-1983
 Aaron Finerman, July 1971-August 1973.
 Manager for Office of Computer Management
 Walt Victor, July 1972-February 1973, August 1976-
 ALD for Planning and Review, to June 1981
 ALD for Engineering and Review, beginning June 1981
 Robertson Stevens, July 1973-July 1976
 Manager for Computing and Information Sciences
 John W. Lucas, Secretary to the E.C., February 1974-June 1976
 Executive Assistant to the Director
 Harris M. "Bud" Schurmeier, January 1975-
 Deputy ALD for Flight Projects, 1975-1976
 ALD for Civil Systems, 1976-March 78
 ALD for Energy and Technology Applications, March 1978-September 1981
 ALD for Utilitarian Programs, beginning September 1981
 Bruce C. Murray, April 1976-June 1982
 Laboratory Director, April 1976-June 1982
 Ed Danielson, April-September 1976
 Staff Assistant
 Daniel R. Fowler, April 1976-
 Caltech General Counsel
 Keirn Zebb, Secretary to the E.C., June- August 1976
 Executive Assistant to the Director
 Geoff Robillard, July 1976-
 ALD for Planning and Review, July 1976-September 1981
 ALD for Energy and Technical Applications, beginning September 1981
 Frank J. Colella, August 1976-
 Public Affairs Officer
 Rochus E. "Robbie" Vogt, December 1977-August 1978
 Chief Scientist, December 1977-August 1978
 Arden Albee, August 1978-
 Chief Scientist, beginning August 1978.
 Walker E. "Gene" Giberson, August 1978-
 Project Manager, Seasat, 1978
 Deputy ALD for Flight Projects, beginning 1979
 Project Manager, IRAS
 John J. Pierce, 1979-
 Chief Technologist, beginning 1979.
 Clarence R. "Johnny" Gates, 1980-
 Deputy ALD for Technical Divisions, March 1980-September 1981

ALD for Technical Divisions, beginning September 1981
Pete Lyman, 1980-
ALD for Telecommunications and Data Acquisition
Gaylord E. "Nick" Nichols, March 1981-
Manager for External Affairs, beginning March 1981.